



<b>Job title</b>	<i>Seasonal Maintenance</i>
<b>Reports to</b>	<i>Facilities Director</i>

### **Job Purpose**

Seasonal Maintenance is responsible for the preventative and corrective maintenance of the grounds, equipment and structures, piping, and electrical and heating and ventilation systems. This position provides day-to-day activities within city facilities, prepares and implements maintenance records, and implements document management procedures as set forth under Facility policies.

### **Duties and Responsibilities**

1. Plans and implements preventative/corrective maintenance and improvement projects.
2. Performs routine utility inspections to assess maintenance needs.
3. Acquires O & M manuals, as-built drawings and equipment manuals for reference.
4. Implements required work orders, equipment history and other records to document maintenance history.
5. Participates in technical and safety training of employees. Documents and enforces safety policies and procedures.
6. Carefully coordinates and cooperates with Operations and Data Process for equipment procedures in all departments.
7. Assists in Facilities public relations.
8. Participates in budget development and controls expenditures within the budget.
9. Requisitions and inventories necessary materials and supplies.
10. Regularly reports department activities and facility performance to the Facilities Director.

### **Qualifications**

#### **MINIMAL QUALIFICATIONS**

1. Must possess a high school diploma or equivalent.
2. Must have two years of supervision experience.
3. Must have knowledge of HVAC, controls, electrical, fire protection and problem identification and solution.
4. Must be able to perform arithmetic, algebra, and geometric problems.
5. Must be able to read, write, and verbally explain or demonstrate work instructions in English.
6. Must be able to read and interpret as-built drawings, equipment manuals, O & M manuals, and process control manuals.
7. Must have a valid Indiana driver's license.
8. Must be able to establish and maintain effective working relationships with fellow employees, supervisors, other departments, contractors, consultants, and the public.
9. Must be able to use courtesy, tact, diplomacy, and persuasiveness when coordinating with and training others.

### **Working Conditions**

1. Works in both the office environment and city facilities. Must be able to work in a variety of environments which include steps, ramps, ladders, and confined spaces.
2. Requires wearing personal protective gear in accordance with safety rules and guidelines to prevent exposure. Must understand and follow safety and maintenance procedures.
3. Actions and decisions are controlled through application of laws, rules, regulations, and guidelines such as set by the Indiana Department of Environmental Management, Indiana State Board of Health, Municipal and County Codes and Labor Laws.
4. Must be available to work weekends, holidays, and nights as needed.

### **Physical Requirements**

1. Must be able to lift fifty (50) pounds and move materials, reach overhead, bend down, crawl, kneel, and stoop. Must possess sufficient strength and agility to perform regular lifting and moving of materials.

### **Directly Reports To**

Facilities Director